



## Conferral of Degrees and Awards Policy and Procedure

<b>Policy number</b>	AC002
<b>Policy established</b>	1 July 2011
<b>Current Status Version No.</b>	2.01
<b>Approved by</b>	Board of Governors
<b>Date of approval</b>	8 October 2014
<b>Previous versions</b>	1 July 2011
<b>Next review date</b>	8 October 2017
<b>Government Legislation</b>	Standards for Registered Training Organisations (RTOs) 2015 Higher Education Standards Framework Threshold Standards for Qualification Standards
<b>Responsible Officer</b>	CEO

### 1. Purpose

This policy describes the principles and procedures for issuing of testamurs and Statements of Attainment by the IKON Institute of Australia in accordance with Australian Qualification Framework (AQF) qualifications and Statements of Attainment.

### 2. Scope

The IKON Institute of Australia will comply with the guidelines outlined in the Australian Qualifications Framework (AQF), 2<sup>nd</sup> edition January 2013, the Higher Education Standards Framework Threshold Standards for Qualification Standards for the issuing of qualifications and the Standards for Registered Training Organisations (RTOs) 2015 for the awarding of a qualification and/or a Statement of Attainment. The policy does not apply to non-AQF qualifications.

### 3. Principles

The IKON Institute of Australia has adopted the following principles about issuing AQF qualifications that are in conformity with the AQF Qualifications Issuance Policy:

- IKON will uphold the integrity and reliability of documentary evidence of education achievement by following all regulatory requirements.
- All graduates who have completed a course of study that leads to the award of an AQF qualification are entitled to receive a testamur and a record of results in the form of a Transcript of Academic Record
- Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a Statement of Attainment.

- A Statement of Attainment may be issued in recognition of a completed subject (a unit of study in a course) from an accredited course. A fee applies and the amount will be published on the IKON Institute of Australia website.
- Graduates are entitled to retain testamur and Statements of Attainment once they have been issued.
- All testamurs and Statements of Attainment for vocational education and training and higher education qualifications issued under the AQF comply with the Standards for Registered Training Organisations (RTOs) 2015 and Threshold Standards.
- The IKON Institute of Australia does not issue testamurs for incorporated qualifications (i.e. Cert IV incorporated in an Advanced Diploma), unless a student exits an enrolled course and satisfies the requirements for the incorporated qualification within that course or the certificate is requested by a prospective employer or Government Department.

#### 4. Procedure for Implementation

- 4.1 The Education Support Officer will review the student's academic record and final exam result to ensure that all requirements for the course as detailed in the IKON Student Orientation Handbook.
- 4.2 If the Education Support Officer deems the student has completed all academic requirements for a qualification, they will mark the student as "Completed" and record the completion in the student's record.
- 4.3 Administration staff will check to ensure all financial commitments have been met. If the student has not paid all outstanding fees then the administration will contact the student to request the payment before a recommendation to issue a testamur or Statement of Attainment can be forwarded to the Academic Board for recommendation to the Board of Governors.
- 4.4 If financial and academic requirements have been met, a recommendation to confer the award will be forwarded to the Academic Board for recommendation to the Board of Governors to issue a testamur.
- 4.5 Students who withdraw from the course in which they are enrolled without completing the course requirements or who are defined as an Inactive Student can apply to the Education Support Officer for a Statement of Attainment.
- 4.6 The IKON Institute of Australia will maintain a register of all testamurs that are issued by recording the reference number for each document issued in its permanent student records and maintaining a register of testamurs issued and re-issued. A copy of the student's Statements of Attainment will be recorded in their student file.
- 4.7 Once the testamur or Statement of Attainment is printed, the administration will forward it for signing by the authorised Directors or officers. Testamurs are signed by those with authority to affix the common seal while Statements of Attainment are signed by the CEO and/or Chair of the Board of Governors at the time of approval.
- 4.8 The student must provide written authorisation to the IKON Institute of Australia if someone other than the student will collect the testamur or Statement of Attainment from the office. The authorisation letter will be kept in the student file.
- 4.9 Testamurs are conferred at a graduation ceremony or posted to the student's postal address using registered mail. A Statement of Attainment may be posted to the student's postal address.

## 5. Reissuing of Testamur or Statement of Attainment

- 5.1 Upon request, the Education Support Officer will organise a replacement testamur or Statement of Attainment to be printed and record the reference number in the parchment registry.
- 5.2 Once the testamur or Statement of Attainment is printed, the Education Support Officer will forward it to the relevant Director or Officer for signature. Testamurs are signed by those with authority to affix the common seal. Statements of Attainment are signed by the CEO and/or Chair of the Board of Governors.
- 5.3 The student must provide written authorisation to the IKON Institute of Australia if someone other than the student will collect the testamur or Statement of Attainment from the office. The authorisation letter will be kept in the student's file.
- 5.4 The administration will contact the student and advise the student that the testamur or Statement of Attainment is ready for collection or will be posted to the student's postal address.
- 5.5 A fee applies for reissuing a replacement testamur or Statement of Attainment and the amount will be published on the IKON Institute of Australian website.

## 6. Testamur and Statement of Attainment

- 6.1 The testamur will identify the qualification as an AQF qualification either by the words 'the qualification is recognised within the Australian Qualification Framework' or the use of any AQF logo authorised by the AQF Council.
- 6.2 To ensure that the documentation is able to be authenticated and to reduce fraudulent use, information on the testamur will include:
  - IKON Institute of Australia as the issuing organisation
  - graduate who is entitled to receive the AQF qualification
  - awarded AQF qualification by its full title
  - date of issue/award/conferral
  - person(s) in the organisation authorised to issue the documentation, and
  - authenticity of the document, in a form to reduce fraud which is use of IKON's seal.
- 6.3 The statement of attainment must correctly identify:
  - IKON Institute of Australia as the issuing organisation
  - the person entitled to receive the statement of attainment
  - the AQF award by its full title
  - the date of issue
  - person authorised to issue the documentation
  - the accredited subjects by their full title, the period of study when completed and the date issued
  - the statement of attainment include the words, 'A statement of attainment is issues when an individual has completed one or more accredited units'

## 7. Record Keeping and Confidentiality

Records of all testamurs and Statements of Attainment handled under this procedure will be maintained for the 30 year period required by the State or Territory Registering Body.

## 8. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

### Related Forms/Documents:

Register of Testamurs

Testamur Template

Statement of Attainment

### Related Policies:

Nil